

**Lebanon Board of Finance
Minutes of January 14, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman; David Geligoff; Gregg Lafontaine; Betsy Petrie; Lori Wesolowski; Chuck Haralson (alt); Susan Zickmann(alt),

Members Absent: Glen Coutu

Item A. Call to Order

The meeting was called to order at 7:30 by Liz Charron, Chairman.

C. Haralson was appointed to vote in place of G. Coutu.

S. Zickmann was appointed to vote in place of L. Wesolowski until her arrival.

Item B. Minutes of previous meeting

G. Lafontaine moved to accept the December 10, 2009 Regular Meeting Minutes.

C. Haralson seconded the motion. Motion passed unanimously.

Item C. Correspondence

Email from Jason Hofmann concerning additional information on the water pollution control authority regarding budget information for the FY 2009/2010 was added to correspondence.

(L. Wesolowski joined the meeting at 7:37.)

Item D. Monthly Expenditures/Revenues/Payment of Bills

Jim Day was welcomed to the Finance Department.

Revenue and Expense report for activity from 7/1/09 to 12/31/09 was distributed to the Board. J. Day will do a written report for next month's meeting.

L. Wesolowski moved to take up Item F. New Business. Motion seconded by D. Geligoff. Motion passed unanimously.

Item F. New Business

1. Discuss needs for senior van program.

The Board was informed of the Senior Center's need for van replacement. Van No. 3 is a 1999 Ford E350 and has an odometer reading of 115,926. Repair costs in the last three years were \$2007.57. It is not expected to pass inspection in July due to rust in the rear chassis near the wheelchair lift. The senior center received a quote from Matthews Buses Inc. for approximately \$55,000 for a new van.

Van No. 4 is a 2006 Ford E450, which was purchased with a State Social Service grant in 2006. The current odometer reading is 61,971. The plan for replacing this van is through the State of Connecticut Department of Transportation - Section 5310 Grant. Grant applications are due March 26, 2010 with notice of approval or denial by June 11, 2010. It will take approximately 15-18 months for delivery of the van if approved.

After replacement of vans, the senior center would like to set aside \$11,000 each year towards future replacement.

The Board will add this to their consideration when reviewing the Capital budget.

2. Consider and act on capital requests from Library.

The Library submitted an annual capital expense request for the Donohue Group to complete their strategic plan for \$5,700, an initial payment to Biblimation Development Partner to begin the new circulation software/program for \$3,865, a new server for \$10,000, book shelves for \$3,835, two staff computers for \$1,500, a printer/scanner for \$500, new carpet in the lobby for \$750, and furniture in the children's library for \$6,850. The need for handicap accessible doors was discussed and the library is waiting for the strategic planning facilities report. The Board requested a future report stating the dollar amounts spent and when.

3. Consider and act upon the letter received from the Board of Education regarding our request for a flat budget.

The Lebanon Board of Education informed the Board of Finance that they are unable to come up with a flat budget for the FY 2010-11. The letter was sent to inform the Board of this early in hopes to have an open dialogue about the situation. It was recommended that the Board of Education propose three options, as it did in the previous year.

B. Petrie moved to go into executive session to discuss legal issues with the Board of Education. Motion seconded by C. Haralson. Motion passed unanimously.

Went into executive session at 8:34 p.m.

Returned to regular session at 8:44 p.m.

5. Consider and act on policy for accepting grants at town meetings.

The current practice for the town is to bring any grant acceptance to a town meeting. Some grants require the town to match funds, while others do not. It was discussed that grants which do not require matching funds do not need to be presented at the town meetings. No action was taken and will be added to next month's agenda to put the procedure in writing.

C. Haralson moved to consider and act on the acceptance of the Ag Viability Grant. Motion seconded by G. Lafontaine. Motion passed unanimously.

D. Geligoff moved to authorize the Board of Selectman to accept and expend the \$45,500 Ag Viability Grant. Motion seconded by C. Haralson. Motion passed unanimously.

L. Wesolowski moved to take up E.1. under Old Business. Motion seconded by G. Lafontaine. Motion passed unanimously.

Item E. Old Business

1. Discuss the Amston Lake Sewer Project.

WMC Engineering Firm estimates the cost for low pressure sewer lines around

Amston Lake to be \$5.9 million. If the town backs the project at referendum, application can be made for the design money from the 2010/2011 CWF funding list; although, the town would be last in line and there may not be money left in that budget. CWF funding is biennial, so the next list is for FY 2012/2013, and that is the earliest to apply for construction money with them. The USDA grant is strongly recommended. An income survey needs to be done, and if the town qualifies, the grant will pay 40% of the project, which is approximately \$2.5 million. Zoning is doing a build-out study to see how the sewers will impact the town. The USDA or CWF develops the benefit assessment. There will be more money available to the town based on the new assessments of the properties. There will be a mandatory hookup and a mandatory timeline. If a resident is unable to pay up front, they will have an option to pay over time with a sewer lien on the property. The user fee starts when hooked up. The potential gap and expense to the town needs to be stated specifically before the town meeting. This information will not be available until April.

The original budget of \$10,000 for this fiscal year has been used up. Monies are needed for an income study in the amount of \$12,000. Other over expenditures include salaries, advertising, attorney fees, and the USDA application. An over expenditure of \$41,200 was requested.

B. Petrie moved to take \$12,000 out of Capital to pay for an income study. Motion seconded by G. Lafontaine. Motion passed unanimously.

B. Petrie moved to authorize WCPA to over expend their operating budget by up to \$35,000. Motion seconded by G. Lafontaine. Motion passed unanimously.

2. Consider and act on ordinance for a split budget vote.

No explanation text can be placed on the ballot. An explanatory document may be mailed out to the residents explaining the process, mil rate increase, and the effects on the town. This will be finalized at the next meeting and a town meeting will be held sometime in February.

3. Consider and act on the budget process for 2010-11 FY

G. Lafontaine moved to accept the revised budget calendar, changing the Saturday session from February 27, 2010 to March 6, 2010 from 9 a.m. to 12 p.m. Motion seconded by L. Wesolowski. Motion passed unanimously.

Item F. New Business

6. Consider and act on budget for Auditor and annual report.

G. Lafontaine moved to accept the 2010-11 FY budget for the auditor in the amount of \$12,350. Motion seconded by D. Geligoff. Motion passed unanimously.

G. Lafontaine moved to lower the annual report budget to \$1,200. Motion seconded by L. Wesolowski. Motion passed unanimously.

L. Wesolowski moved to add and approve the budget for the Board of Finance for the FY 2010-11 to the agenda. Motion seconded by C. Haralson. Motion passed unanimously.

B. Petrie moved to accept the proposed budget of \$2,000 for the FY 2010-11 for the Board of Finance. Motion seconded by L. Wesolowski. Motion passed unanimously.

7. Discuss financial functions in town

a) Report from J. Day regarding Finance Office

J. Day reported spending his first three weeks with T. Valone working on the different aspects and functions of the Finance Department and familiarizing himself with the software and policies and procedures. Everything seems to be falling into place and he will begin working on the budget packets this week.

b) Report from subcommittee

The subcommittee meeting was held on Tuesday to discuss the long- and short-term structure of the financial duties in the Town of Lebanon. More information is needed on developing a centralized financial office. They will be looking over job descriptions and what other municipalities do.

Item G. Other

B. Petrie moved to consider and act on budget overages in the 2008-09 FY. Motion seconded by G. Lafontaine. Motion passed unanimously.

B. Petrie moved to increase the budgets for the 2008-09 FY for the following areas: Dept. 415 Computer Services: \$260.80; Dept. 428 Emergency Management: \$330.77; Dept. 452 School Prizes: \$314.58; Dept. 469 Conservation Commission: \$4.60, with the funds to come from Dept. 492 Contingency. Motion seconded by C. Haralson. Motion passed unanimously.

The financial report will reflect an overage of \$26,972 for unemployment compensation. This was previously reported to the BOF in the overall line item of Fringe Benefits, it was only in looking at the detail that it was found to be overbudget. In order to correct this budget, it would need to go to town meeting and it is past the deadline to do so.

Item H. Adjourn

C. Haralson moved to adjourn. Motion seconded by L. Wesolowski. Motion passed unanimously. Meeting was adjourned at 10:32.

Respectfully Submitted,
Diana Drake
Recording Secretary